

U.S. Fish and Wildlife Service

QUARTERLY DIVERSITY ACCOMPLISHMENT REPORT FORM



Region/Program: Mountain-Prairie (6)

1st Quarter, Fiscal Year 2005

Report Guidelines

Part I. Recruitment Activities

A. Minorities in Higher Education Institutions

DATE	PROGRAM ACTIVITY	UNIVERSITY/ COLLEGE**	CATEGORY***	AWARDS TO UNIVERSITIES/ COLLEGE	STAFF HOURS/ SALARIES	COST
11/04/04	Outreach/Recruitment	Haskell Indian Nations University, Lawrence, Kansas	Career Fair		6-hours for career fair	\$130.00 cost of career fair \$318.00 travel and per diem
Comments:						

B. Disabled Recruitment Initiatives

October 6, 2004, a Diversity & Civil Rights (DCR) staff member conducted training for a job developer and a private agency supervisor by request from one of their clients. Training focused on the differences between Delegated Examining Unit (DEU) and FWS announcements in terms of non-competitive hiring authorities. The client, a person with a targeted disability, had been advised to apply to the DEU announcement only.

October 7, 2004, a DCR staff member participated in the quarterly Cerebral Palsy of Colorado, Business Advisory Council (BAC) meeting. A networking and marketing plan was proposed, and discussed, that would bring additional employment and disability practitioners together to expand the opportunities for potential disability hires. A Colorado Division of Vocational Rehabilitation (DVR) Counselor made a presentation on how member agencies could develop increased workplace cultural awareness using the Region 6 Diversity Committee model.

October 15, 2004, a DCR staff member attended the monthly Colorado Vocational Rehabilitation Connect (VRC) meeting. The focus of the meeting was a presentation on Section 508 Standards for website design. The discussion centered on problems and solutions for accessible Information Technology (IT) for persons with disabilities.

October 20, 2004, a DCR staff member attended the Community College of Denver (CCD), Recognizing Ongoing Opportunities Through Success (ROOTS) Program, BAC meeting and spoke about the progress of the former students who are now employed at the Regional Office (RO). Two students, who had participated in the National Disability mentoring Day (DMD) job shadows at the RO, spoke about their experience and how it fit into their career goals.

December 2, 2004, a DCR staff member conducted a training session for Colorado Division of Vocational Rehabilitation (DVR) supervisors. The supervisors had requested a more in-depth training on applying to Merit, DEU and CARES announcements, understanding vacancy announcement language, and certification letters and confidentiality. The staff member also supplied a sample of a fully developed resume and two that were inadequate.

Resumes

A total of eight resumes were received this quarter from DVR, Cerebral Palsy (CP) of Colorado, the Veteran's Administration (VA), State Job Developers, and directly from individuals. All applicants have targeted disabilities.

Interviews

This quarter, a DCR staff member did phone interviews with applicants from Georgia and Michigan, who have targeted disabilities, to educate them on the differences between DEU and Merit job announcements, EEOC disability codes, Vocational Rehabilitation certification letters, the Schedule A hiring authority, and on developing a resume appropriate for Federal employment.

In October, a DCR staff member reviewed the resumes of two veterans certified as 30% disabled and two persons having targeted disabilities, made suggestions for improvements, and sent a sample resume for use as a guide.

December 3, 2004, a DCR staff member participated in panel mock interviewing for CCD, ROOTS students with targeted disabilities to prepare them for real-life job interviews. This is an area where qualified applicants are experiencing difficulties and are not being selected.

This quarter, DCR staff provided training materials in an alternative format to an attendee who is blind as a reasonable accommodation for two DCR sponsored training sessions.

Placements

Two persons with targeted disabilities were hired under the Schedule A authority this quarter. Fisheries hired a person directly from a referral by a DCR staff member, and Human Resources (HR) hired a person who had been in a volunteer work experience placement.

C. Other Recruitment Activities

October 5, 2004, a retired FWS employee (GS-15) spoke to a group of students at Adams State College on Environmental Opportunities in the Service. FWS brochures and Student Education Employment Program (SEEP) information was provided.

November 3, 2004, the DCR Chief visited Kansas State University, Division of Biology and met with the Coordinator for the Office of Undergraduate Studies, Assistant Professor, and students to discuss employment. This included seasonal SEEP employment opportunities.

A DCR staff member searches USAJOBS weekly for merit openings and sends the announcements to the Employer Assistance Referral Network (EARN), a recruitment program funded by the Office of Disability Employment Policy of the Department of Labor. EARN searches for applicant matches with targeted disabilities who are eligible for Schedule A hires. Several applicants have applied for positions through EARN referrals, but there have been no hires this quarter from this recruitment source. The staff member also sends the weekly merit openings to Colorado State Vocational Rehabilitation Counselors, VA employment specialists, private disability organizations, state and county job developers, and directly to individuals with targeted disabilities.

On a weekly basis, a DCR staff member E-mails notification of Region 6 and 9 job openings to about 170 different advocacy organizations, Historically Black Colleges (HBCU), Hispanic Colleges and Universities (HCU), Tribal Colleges and Universities (TCU), and Asian Serving Institutions (ASI), and other colleges and universities, state employment offices, military organizations, and individuals. The National Organization for Mexican American Rights (NOMAR) is also included in the weekly outreach. A summary of the job opening is provided with a link to the OPM web site. Also, provided is the Region 6 job line and a TTY number.

Part II. Outreach and Educational Programs

DATE	PROGRAM/ACTIVITY	COST
12/04	Rocky Mountain Arsenal (RMA) National Wildlife Refuge (NWR) created and posted a Spanish language web page, http://rockymountainarsenal.fws.gov . The RMA offers wildlife interpretive tours in Spanish. After two weeks in operation, RMA received a number of phone calls and over 20 people signed up to visit RMA NWR.	Developed by the RMA staff
Comments: http://rockymountainarsenal.fws.gov/spanishindex.html		

Part III. Retention and Career Development Activities

A. Career Development Activities

October 21, 2004, Region 6 employees attended the Department of the Interior (DOI) Government Wide Forum. The guest speaker was Ms. Rosamund Stone Zander, author of "The Art of Possibility." The forums are designed to help government employees broaden their knowledge of leadership and quality of life issues. Cost for this event was \$1,125.00.

B. Mentoring and Coaching Programs

In October and November, a DCR staff member arranged job shadow opportunities for five students from CCD ROOTS and two students from High School/High Tech with the Assistant Regional Directors for Refuges and Fisheries; secretaries from Law Enforcement, the FIRE program, HR; the Administrative Assistant in Migratory Birds & State Programs, and a DCR staff member. This was in support of National DMD. All the students had a disability.

October 20, 2004, a DCR staff member and a HR employee, who was involved in the job shadowing, attended a reception held at the State Capitol Rotunda. This was to celebrate the national and state DMD activities.

The DCR Chief continues as a mentor in the Region's Mentoring Program and meets with her protégé on a regular basis.

C. Family/Work Life Initiatives

Fall 2004, Region 6 contributed approximately \$47,000 to the Combined Federal Campaign.

Holiday 2004 - The RO collected holiday gifts for the 103 children at the Denver Children's Home and items for the Colorado Humane Society Shelter.

October 29, 2004, and December 14 - 16, 2004, a DCR staff member, who is a member of the Majority and Moral Committee attended meetings on holiday office function such as Halloween and Holiday Goodie Table Day for RO employees. The staff member designed the holiday fliers and participated in all events.

Part IV. EEO/Diversity Training and Events

Date	Course Title	Objectives	Number of Participants		Hours	Trainer	Cost
			Employees	Managers /Supervisors			
10/04	National Disability Month	Display case was filled with information and posters	All	All		DCR	\$68.18
10/27/04	Hiring Flexibilities	To learn about OPM's Hiring Authorities	1	0	3	OPM Staff Members	\$0
10/28/04	Assistive Technology and Reasonable Accommodation	Disability Training for Managers and Supervisors	8	9	2	Great Lakes ADA And Accessible IT Center	\$25.00
11/04	American Indian Heritage Month	Display case was filled with information and posters	All	All		DCR	\$0
12/04	Celebrate Diversity	Display case was filled with information and posters	All	All		DCR	\$0
12/14/05	Emergency Preparedness for People with Disabilities	Disability Training for Managers and Supervisors	7	8	1.5	The National Organization on Disability	\$25.00

12/29/04	At Your Service: Welcoming Customers with Disabilities (Web Cast)	How to comply with statutes regarding service to people with disabilities, particularly the Americans with Disabilities Act (ADA) and Section 508	1	0	4.5	At Your Service (web cast)	\$0.00
Comments:							

Part V. Management Accountability/Noteworthy Activities

The DCR Chief and a staff member are actively involved in the Region's plan for the emergency evacuation for employees with a disability. This includes coordination with the Chief, Safety and Occupational Health. During the quarter, an E-mail was released by the DCR Office, to all Regional managers and supervisors that outlined their role and responsibility in the emergency evacuation situations. Also, an all employee E-mail was released containing an "Emergency Evacuation Survey" and tips on emergency evacuations per disability type. Employees were asked to voluntarily self-identify whether they needed an individual evacuation plans. A DCR staff member presented a briefing for the floor monitors on the legal requirements for evacuating persons with disabilities, the current guidelines on developing individual plans, and evacuation needs of employees who have requested assistance.

A DCR staff member continues to advise Region 9 and 6 management and employees in the area of reasonable accommodations for persons with disabilities. This included making a request for computer equipment and software from the Computer/Electronic Accommodations Program (CAP).

The Region's Alternative Dispute Resolution program continues to be coordinated by a DCR staff member. In November, the staff member served as a mediator for a Conflict Resolution (CORE) complaint and assisted in an organization development session that was held at a Fisheries field station. The DCR staff member is monitoring the CORE agreement and items from the organization development.

The Region continues in the Civil Rights Program areas, including the Federally Assisted Program. On November 1, 2004, the Region released the "Discussion, Findings, and Recommendations," for the post-award review conducted of the Montana Fish, Wildlife & Parks. The state's action plan regarding the recommendations is due in early February 2005. For the review of North Dakota Game and Fish Department, the state provided their response in October 2004. That response is being reviewed.

The DCR office staffed Management Directive 715 during the quarter. This included briefings with the Regional Director, Acting Deputy Regional Director, ARDs, and the HR Officer.

The Region continues as an active member of the DOI Diversity Coalition-West, an adhoc committee comprised of members representing the Denver based DOI bureaus. The DCR Chief and staff members attended two meetings of the Coalition-West during the quarter. For FY 2005, the Coalition-West will be sponsoring diversity training for DOI employees and workshop on the application process that will be offered to community groups and organizations.

Part VI. Special Emphasis and Student Employment Program Managers and/or Coordinators

A. Special Emphasis Program (Federal Women's, Hispanic and Disabled).

October 4 and 11, 2004, a DCR staff member attended the Denver Federal Executive Board (DFEB), Martin Luther King, Jr., planning committee meeting. The main focus of the meeting was coordinating the 12th annual diversity training seminar honoring the principles of non-violence and inclusion fostered by Dr. Martin Luther King, Jr.

December 9, 2004, a DCR staff member attended the DFEB Hispanic Employment Program Council (HEPC) meeting. Diversity and outreach initiatives, including SEEP initiatives, and agency vacancies were discussed. The HEP Committee provided a one-hour training session to Special Emphasis Program Managers (SEPM) on "How to be an Effective SEPM."

B. Student Educational Employment Program (SCEP and STEP)

November 9, 2004, the DCR Chief and a staff member met with the ARD for Refugees and a staff member to discuss SEEP opportunities and status updates on current SCEP's in FY 2005.

December 17, 2004, the DCR Chief and a staff member met with the ARD for Fisheries and staff members to discuss SEEP opportunities and the Environmental Careers Organization (ECO). The ECO manages the Conservation Careers Diversity Internship Program in partnership with FWS to provide college students with paid training and research opportunities. The program focuses principally on college freshman and sophomore Hispanic, African, Asian, and Native American students - groups traditionally underrepresented in the conservation field.

December 29, 2004, the DCR Chief and a staff member met with the Acting ARD for Refugees and a staff member to discuss the ECO program.

SCEP

October 3, 2004, Refugees converted a White male from a SCEP (Masters Program), Student Trainee (Wildlife), GS-0499-07, to a Wildlife Biologist, GS-0486-09/11.

October 3, 2004, Refugees converted a White female from a SCEP (Bachelor of Science), Student Trainee (Fish & Wildlife), GS-0499-05, to a Refuge Operations Specialist, GS-0485-05/07.

October 3, 2004, Refugees appointed a White female as a SCEP (Bachelor of Science), Student Trainee (Wildlife), GS-0499-05.

STEP

October 3, 2004, Refuges appointed a Black female as a STEP, Clerk & Assistant, GS-0303-01 for the Regional Cultural Resource Team.

October 17, 2004, Refuges appointed an American Indian female as a STEP, Biological Science Technician, GS-0404-03, to work on the Oral Vaccine Program at the Bozeman NWR.

November 5, 2004, Refuges gave an On the Spot Cash Award to a Black female STEP, Clerk & Assistant, GS-0303-01 for her outstanding work ethic and support for the Regional Cultural Resource Team.